

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

30 January 1968

To: All Training Officers of the Agency

ADVANCED MANAGEMENT PLANNING (3-68)

DATES 17-22 March 1968 (Sunday afternoon-Friday afternoon)

LOCATION

25X1A

OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 or above.

(Not for persons assigned full-time PPB duties, although they are not excluded from attending.)

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. This course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

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PRECOURSE WORK Approximately 15 hours. Material to be sent out on or about Wednesday, 28 February.

REGISTRATION Limited to 36.

Closes Monday, 26 February 1968. No substitutions to be made after that date because of precourse work requirements.

TRAVEL ORDERS AND COST Responsibility of participating offices. 25X1A

ADDITIONAL INFORMATION On course content, call e
On registration, extension



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